



## Dealing with Trespassers

Policy intended for:	Staff
Category:	Site Policy
Published:	Server, Policy folders at College, Wavy Gate and Staff Handbook
Policy implemented by:	Proprietor, Principal
Policy monitored by:	Principal and Deputy Principals
Reviewed by/when:	Principal, January 2018
Consultation with:	Senior Leadership Team (SLT)
Record of changes and additions:	



## Dealing with Trespassers Policy

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### 1. General

Visitors are welcome in the college, and many, such as parents, contractors and suppliers, have a legal right to be there for legitimate purposes.

The Senior Leadership Team has a duty to ensure the safety of everyone on the college site.

This policy sets out the guidance to staff on the procedures for dealing with trespassers and troublemakers.

### 2. Aims

The college aims to:

- Maintain the security of the site.
- Have strategies in place to respond quickly and positively to any threat to the safety of staff, tutors and students
- Ensure that the staff and tutors have appropriate training and support

### 3. Security

3.1 The college will:



- Ensure that the site is made secure as far as is reasonably practicable.
- Ensure that staff, tutors and students are briefed on security aspects.
- Ensure that parents are informed of the security systems and procedures for keeping students safe.

3.2 The college will determine appropriate security systems.

## 4. Trespassers

### 4.1 Types of troublemaking

The most common problems facing the college may be occasional incursions into the college by outsiders, including former students and occasional vandalism during and outside college hours.

## 5. Procedures

### 5.1 Contacts with the police:

- Regular contacts will be maintained with the police and community officers over security arrangements and crime prevention;
- Any emergency contact with the police should be done by a member of the Senior Leadership Team or if they are not available by a member of the staff.
- When calling the police, the person calling must give clear and sufficient information to allow the police to make a judgement about the scale of their response.

### 5.2 Routine security

- Signs at college entrances make clear that visitors should report to reception.
- At reception all visitors must sign in and receive the college's security badge, which they must wear at all times in the school.

### 5.3 Dealing with strangers:

- A visitor not wearing a badge should be politely challenged by any member of staff and accompanied to reception;
- At reception the receptionist will ask the stranger the purpose of the visit, ask them to sign in and issue a badge;
- If the member of staff or receptionist has any suspicion about the stranger they must inform a member of the Senior Leadership Team (or other named person with delegated authority) immediately, and ask the stranger to remain in the reception area;
- If the stranger ignores the instruction a member of the Senior Leadership Team (or person with delegated authority) must be notified immediately;
- If a stranger is abusive, or a nuisance in any way, in the college the member of staff must not take direct action, but must send for help, or inform the a member of the



Senior Leadership Team (or named other) as soon as this is possible (staff must never put their own safety at risk);

- Only a member of the Senior Leadership Team (or other) may ask the stranger to leave the site;
- If the stranger refuses the instruction, the member of the Senior Leadership Team may inform the police if he/she considers that there is a threat to the safety of anyone on the premises. This is entirely a matter for the judgement of the member of the Senior Leadership Team.
- The police cannot arrest an intruder for trespass unless there is a breach of the peace, but have the power of arrest if there is a 'minor nuisance'. They may be able to help solve the problem without resorting to arrest.

#### 5.4 Where there are offensive weapons

##### 5.4.1 Intruders:

- If staff suspect an offensive weapon is on site they must immediately inform a member of the Senior Leadership Team.
- A member of the Senior Leadership Team will always call the police if the suspect is not a registered student, or where an incident involving a student takes place outside the college premises.

## 6. Reporting and Recording

- Staff must record all incidents in the college incident log, kept in the college office, and stored on the health and safety management system.
- The log will be inspected by the ISI inspectors at regular intervals, and any necessary action taken;
- The Principal will report issues and actions taken to the Senior Leadership Team
- Issues will also be discussed by the Senior Leadership Team. The Senior Leadership Team may inspect the log as necessary.

## 7. Equal Opportunities

The college will take into account the equal opportunities policies when making, reviewing and implementing this policy.

## 8. Monitoring and Review

8.1 The Senior Leadership Team will monitor the working of the policy and consider annually whether any amendments need to be made.

8.2 The Principal will report any concerns to the Senior Leadership Team as necessary.



8.3 The Senior Leadership Team will review the policy annually.



## Appendix A: Trespassing Report Form

**Date of incident:**

**Time:**

Details of the victim

**Name:**

**Age:**

**Gender: M/F**

**Staff member/student/other:**

**Relationship with assailant:**

**Tel. number:**

Details of the incident

**Place:**

**Description of what happened:**

**Relevant events before the incident:**

Witnesses

**Name:**

**Position in school:**

**Any written statements?**

**Name of person making this record:**

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_